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ICS 85-8061  
14 June 1985

25X1 MEMORANDUM FOR: Director, [REDACTED]

25X1 FROM: [REDACTED]

Chief, Administrative Staff  
Intelligence Community StaffSUBJECT: Confirmation of Conference Facilities for the  
Intelligence Community Staff-24 and 25 June 1985

25X1 1. This memorandum confirms conversations between [REDACTED]  
25X1 and [REDACTED] of the Intelligence Community Staff (ICS) for use of the  
25X1 [REDACTED] facility [REDACTED] for the period 24 and 25 June 1985. (C)

25X1 2. A total of 18 individuals are registered for the conference. Please  
refer to attachment. The conferees will arrive [REDACTED] by 0900  
on Monday, 24 June 1985. Departure is planned for Tuesday, 25 June 1985, at  
1400 hours. (U)

3. Overnight accommodations are required for 17 of the conferees (3  
female and 14 male per attachment). (U)

4. The following special services are requested:

a. Coffee and doughnuts are requested for the morning of 24 and 25  
June 1985. It is requested that a cash bar be set up for social hour  
(1645-1730) and reopen at 2200 hours.

b. Visual aid and support equipment: Xerox machine with capability  
for legal and standard length reproduction, Xerox paper; yellow legal-size  
writing pads; pens, pencils, erasers, mailing boxes, legal envelopes,  
labels, etc.; secure storage for classified material.

25X1 c. Conference room setup preferred: Conference Room [REDACTED]  
should be set up in conference style with chairs around the conference  
table.

(C)

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25X1 6. There are several participants attending the conference who are first  
time visitors and will require the special briefing by [redacted] Security  
Officer. Ten to fifteen minutes after the arrival time should be reserved on  
24 June 1985 for this briefing. (C)

25X1 7. If there are any questions, please contact the DC/AS/ICS, [redacted]  
[redacted]

25X1 8. As per 13 June 1985 conversation between [redacted]  
[redacted] permission has been given for [redacted]  
[redacted] to spend Sunday evening 23 June 1985 in his assigned room  
[redacted] (see Attachment). [redacted] will be arriving Sunday P.M.,  
driving a rental car. (Prior information will be unavailable on the car.) No  
25X1 services will be required for [redacted] upon his arrival. However, it is  
requested that he be provided breakfast [redacted] hall Monday, 24 June 1985  
prior to the commencement of the conference. 25X1

25X1 [redacted]

Attachment:  
As Stated

25X1 I CERTIFY THE NAMES IN THE ATTACHMENT HAVE THE NECESSARY CLEARANCES:

25X1 [redacted]  
[redacted] Security Officer, Intelligence Community Staff

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